

Pathways Childcare Centre Retention Periods

File Description	Retention Period
Child's records	3 years
Registers of children and staff	3 years
Medication records	25 years
Accident records	25 years
Learning journeys	Maintained by the setting and handed to parents when the child leaves
Birth certificates	Taken for proof of funding and destroyed once the child has left
Parental information	3 years if on child's records or once the child has left if separate
Incident records	7 years - adult
RIDDOR incidents (records of any reportable death, injury, disease or dangerous occurrence)	3 years
COSHH incidents (control of substances hazardous to health)	40 years
Safeguarding and welfare records (including written summary of information transferred to school) which resulted in a child protection referral or child in need referral being made to the local authority	Until the child reaches 25 years, or for looked after children 75 years
Safeguarding and welfare records (including written summary of information transferred to school) which resulted in a referral being made to EHA or other early help and support services referrals	6 years from referral, or for looked after children 75 years
Personal files and training records	6 years after employment ceases
Application forms and interview notes (unsuccessful candidates)	6 months - 1 year
DBS information	We will maintain information about this on employee files (photocopies are not allowed to be kept)

Wages and salary records	6 years
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year in which the maternity period ends
Statutory Sick Pay (SSP) records	6 years after employment ceases
Income Tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate
Redundancy details, calculations of payments, refunds, notification to secretary of state	6 years from the date of redundancy
National Minimum Wage records	3 years after the end of the pay reference period following the one that the records cover
Pension scheme and member records	6 years (except for opt-outs which must be kept for 4 years)
Appraisals and Supervision records	5 years
Accounting records	6 years
Complaints records	Minimum of 3 years
Insurance policies	40 years
Minutes of meetings	Permanently
Procedure of emergency evacuation	7 years
Procedure of lost or non-collection of child	7 years
Safeguarding procedures	50 years